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26 January 1970

MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Records Management Program,
Quarterly Report of Intelligence
Directorate, 1 September through
31 December 1969

1. During the last quarter of 1969, Intelligence Directorate components disposed of 4,652 cubic feet of records, resulting in a total disposition of 18,687 cubic feet since July 1968, 20 percent of Directorate holdings.

2. Continued revision and up-dating of component Records Control Schedules resulted in proper identification and disposition of certain inactive records holdings which legally could not have been destroyed without changing schedules. Also, revision of record schedules provided for destruction of certain categories of records upon expiration of their usefulness in the offices of origin, rather than retirement to the Archives and Records Center, as was the previous practice. This reduced the build-up of records at A&RC, and assured more practical use of available storage space.

3. During the last quarter, review of inactive records was completed throughout the Directorate, and indications are that some further reductions in current holdings of retired records will be possible as a result of review and analysis.

4. One of the most spectacular reductions during the eighteen months of the records purge occurred in the last month of the past quarter. After re-evaluation of its entire inactive records holdings, NPIC was able to transfer almost 3,400 cubic feet of these records to Archives, effecting a reduction of 94 percent of inactive records. Together with additional reductions in Vital Records and Supplemental Distribution, NPIC achieved an overall reduction of 34 percent of July 1968 holdings.

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5. Among intelligence production components, devoted attention continued to be given to the Supplemental Distribution function and attendant analyses of initial printing and dissemination needs, frequency and volume of customer requests for additional copies and maintenance of sufficient copies to satisfy demands. SD holdings have been reduced about 20 percent throughout the Directorate since July 1968. The problem of SD has been approached cautiously, since over-enthusiastic reduction of SD on the shelf could result in comparatively expensive printing costs caused by demands to re-print documents to satisfy customer needs not anticipated on the first printing run. Careful attention to the SD program will continue as a part of a planned records management program, although initially stimulated by the Purge.

6. The Vital Records program in the Agency continued to be an enigma, due to a lack of guidance from government emergency planners. Directorate components, nevertheless, continued to maintain VR holdings at approximately static levels.

7. Currently, the most effective training programs available in government, although general in nature, are conducted by GSA, National Archives and Record Services (NARS). Individual Records Management Officers in the Directorate were encouraged to participate in NARS courses, and several responded. Encouragement will continue, as appropriate. In contrast to a general approach, the DDI/RMO worked with component RMO's on programs tailored to specific office problems such as review and analysis of schedules, identification of permanent records and preparation of a permanent records retention plan designed to incorporate the entire Directorate. These training programs will continue and hopefully will be augmented.

8. Due to the cooperation of the CIA Records Administration Staff, a Staff Advisor has been provided to assist the DDI/RMO. The next quarter will be partly devoted to the development of directives, improved methods of preparing records inventories and schedules, analysis of individual office records problems and development of programs tailored to meet needs.

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DDI Records Management Officer

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